JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Announcement No.: 2025-11

Position Location: Washington, DC

Position Information:

Full-time, permanent, Excepted Service, one position is available

Area of Consideration:

Open to all qualified sources

Open Date: November 21, 2025

Closing Date: Open Until Filled

Our mission at the Clerk's Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

Position Title: Programmer/Systems Administrator

Salary Range: CL-28/29 ($81,117 - $156,792)
(Equivalent to a GS-12/13. Salary determined by qualifications and experience.)

How to Apply:

Qualified individuals for this "at will" position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating "see resume" is not acceptable. Incomplete, handwritten, and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement. Applicants for Vacancy No. 2024-07, need not reapply.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2025-11)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: https://www.dcd.uscourts.gov/employment.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Programmer/Systems Administrator to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside and a Bankruptcy Court constantly leveraging technology for the benefit of customers. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Programmer/Systems Administrator provides analysis of user needs and the current/future equipment and resource needs of the court. The incumbent is responsible for the design, development, and support of application software, and takes a lead role involving software development with multiple programming languages, such as Linux Operating System, shell scripts, Perl, HTML, and Java languages. The Programmer/Systems Administrator manages and deploys databases; develops complex project plans; manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders; and is the systems administrator for CM/ECF.

DUTIES AND RESPONSIBILITIES

The duties include, but are not limited to the following:

CL-28:

- Serve as the system administrator for CM/ECF for the United States District and Bankruptcy Courts for the District of Columbia.
- Administer, support, and maintain all Informix database systems in support of the CM/ECF software.
- Test and implement new CM/ECF software releases.
- Utilize shell scripts, Perl, HTML, Java, and other programing languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of locally and nationally developed systems and databases.
- Monitor day-to-day operations of the locally and nationally supported programs, applications, systems, and databases.

- Recommend strategies to judges, court management, and users to determine requirements for systems supporting the mission of the court.
- Maintain contact with other automation court personnel across the judiciary to remain current on developments, techniques, and user programs.
- Design, modify, and implement short and long-range automation improvement plans, ensuring minimal disruption to the court operations.
- Represent the district and circuit in judiciary-wide initiatives, meetings, and conferences.
- Develop, implement, and manage projects from inception to delivery, including project plans, design documentation, and timelines.
- Perform other duties as assigned.

CL-29

In addition to the duties and responsibilities at the CL-28, candidates at the CL-29 level must:

- Consult with and advise judges, senior managers, and staff throughout the district and the circuit on current and future technologies, including automation of manual court processes, and technology purchases.
- Manage execution of automation plans for major systems; establish training programs testing procedures, and security protocols for hardware, software, and data.
- Develop long term automation strategies, implementing state of the art technologies to improve efficiency and reliability.
- Research emerging technologies and trends; evaluate alternatives including commercial off-the-shelf solutions; develop prototypes and coordinate with stakeholders to ensure alignment with court needs.
- Conduct cost-benefit analysis for development projects to support decision-making.
- Provide guidance and mentorship to programmers, web administrators, and technical staff on complex or non-routine issues.
- Monitor, review, and strengthen internal controls to ensure projects meet or exceed established standards, including separation of duties and compliance requirements.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education and Experience: The successful candidate must possess a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position.

To qualify for the CL-28, the candidate must also possess a minimum of two years of specialized experience or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

To qualify for the CL-29, the candidate must also possess a minimum of two years of specialized experience.

Specialized Experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Preferred Experience: The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files.

Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to $325 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and a Moderate Risk Background Investigation (MBI). This is a five-year background investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.